

# **BID BOARD NOTICE**

**PROCUREMENT ID NUMBER: MDM0031045802**

**ISSUE DATE: July 15, 2019 Due date August 14, 2019**

**TITLE: Medical Cannabis Dispensary Agent Training Curriculum**

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**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL  
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

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## **1.0 Introduction and Background Information**

The Natalie M. LaPrade Maryland Medical Cannabis Commission (“MMCC”) is an independent Commission that functions within the Maryland Department of Health. MD Code, Health - General, § 13-3302(a)-(b). The purpose of the MMCC is to “develop policies, procedures, guidelines, and regulations to implement programs to make medical cannabis available to qualifying patients in a safe and effective manner.” MD Code, Health - General, § 13-3302(c). In order to fulfill this statutory mandate, the MMCC is responsible for establishing licensing standards and other regulations to ensure the safety of medical cannabis and cannabis products. Central to this mission is ensuring accessible high-quality and comprehensive training resources for Dispensary Agents.

MMCC has issued more than 6,000 Employee Agent Badges among Grower, Processor, and Dispensary facilities (inclusive of all statuses: active, inactive). There are currently 70,000 certified patients in Maryland, underscoring the importance of consistent training for Dispensary Agents who handle patient interactions.

MMCC is soliciting proposals to develop a curriculum for a Medical Cannabis Dispensary Agent Training as specified under COMAR 10.62.26.07 in compliance with state law. The Medical Cannabis Dispensary Agent Training Curriculum is intended to educate and train individuals who are currently employed or wish to be employed by a Maryland licensed dispensary.

A single contract will be awarded. Bidders must first meet all of the mandatory requirements.

An award will be made on the basis of the most advantageous offer to the State of Maryland considering the lowest unit price per complete packet and that requirements listed in the Scope of Service are met. The anticipated term of the contract resulting from this solicitation will begin on or about October 15, 2019. Bids must not exceed \$45,000.

## **2.0 Scope of Service**

MMCC is soliciting proposals from qualified educational institutions to develop a Maryland Medical Cannabis Dispensary Agent Training Curriculum.

### **1) Contractor Minimum Requirements**

The contractor shall detail the area(s) of instruction that will be provided in the training course, which must include, at a minimum, COMAR 10.62.26.07 Dispensary Agent Training Requirements:

1. Federal and State medical cannabis laws and regulations and other laws and regulations pertinent to the dispensary agent's responsibilities;
2. Standard operating procedures;
3. Detection and prevention of diversion of medical cannabis;
4. Security procedures; and
5. Safety procedures, including responding to;
  - a) A medical emergency;
  - b) A fire;
  - c) A chemical spill; and
  - d) A threatening event such as:
    - i. An armed robbery;
    - ii. An invasion;
    - iii. A burglary; or
    - iv. Any other criminal incident.
6. The pharmacology of cannabis and its active components;
7. The potential therapeutic and adverse effects of medical cannabis;
8. Dosage forms of medical cannabis and their pharmacodynamic impact;
9. Potential drug interactions and consumer safety issues with medical cannabis use; and
10. Recognition of symptoms of substance use disorders and acute intoxication.

### **2) Contractor Requirements**

A. The contractor shall:

1. Submit all materials that will be used in the applicant's curriculum, including the following documents:
  - i. Syllabus,
  - ii. List of objectives,
  - iii. Description of testing methods,
  - iv. An outline of the curriculum plan that shows all topics to be covered and the length of time, in hours, for each subject, and
  - v. Electronic training materials for each subject.

B. The contractor shall ensure that all terms and deadlines are met.

### 3.0 Proposal

The contractor shall:

1. Address each Scope of Work requirement in its proposal and describe how its proposed services will meet or exceed the requirements.
2. Submit a work plan for providing the required services, including an outline of the overall management concepts employed by the contractor, a project management plan, including project control mechanisms, overall timelines and cost to build the dispensary agent training curriculum.
3. Identify the number and types of staff proposed to be utilized under this contract, describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, and include individual C/V/résumés for any key personnel.

### 4.0 Timeline

MMCC will review as to whether the contractor's proposed training meets the requirements listed in the Scope of Work. MMCC will notify the applicant if there are any additional questions and if the submitted training program has been approved. The submission deadline is August 14, 2019.

LATE SUBMISSIONS WILL NOT BE CONSIDERED. Proposals received after the specified deadline date will not be evaluated.

#### Project Timeline

RFP Issued	July 15, 2019
Submission Deadline	August 14, 2019
Anticipated Award	September 15, 2019
Anticipated Project Start Date	October 15, 2019

### 5.0 Deliverables by the Consultant

The contractor shall provide the MMCC with completed materials for a Medical Cannabis Dispensary Agent Training Curriculum. The contractor agrees to provide an electronic copy of the following materials in an editable format:

- a. Course syllabus, detailing each subject matter area covered in the training materials,
- b. List of course objectives,
- c. At least fifty (50) short answer questions and model answers, and one-hundred (100) multiple choice questions and answers to test proficiency in the training materials, and
- d. Course training materials for all content outlined in COMAR 10.62.26.07 and the contractor's proposal.

## 6.0 EVALUATION CRITERIA AND AWARD

Awards will be made to the responsible contractor whose proposal presents the most advantageous offer to the State based on quality of the materials and cost. Bids cannot exceed **\$45,000.00**.

### **TIE-BIDS**

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

## 7.0 Ownership and Rights of Materials

Work produced as a result of this solicitation is and shall remain the sole property of the Commission. The selected Bidder agrees that, at all times during the term of this contract and thereafter, the works created and services performed shall be “works made for hire” as that term is interpreted under the federal copyright law. **All materials developed will remain the property of the State of Maryland.**

**All design, production, printing, and distribution-related fees must be included in the final bid price.** Final products must be available for the perpetual use of the Commission for future use at no additional cost. The Commission will have final approval on the final materials. All materials, including component pieces, will be the property of and solely owned by the Commission.

If changes are made to the original materials, the selected Bidder shall provide all final products in “ready to use” formats. All communication materials shall be packaged and sent in both high resolution formats and in their original file formats. The selected Bidder shall provide a summary document outlining all of the communication materials (i.e. Articles, work plans, presentations, etc.) used in the designs, so the Department may use the materials in the future. The selected Bidder shall provide all material in a format or copy as deemed necessary by the Commission

### **Contract Term**

The resulting contract from this solicitation shall be a contract NTE \$45,000 with an anticipated award date of September 15, 2019.

### **Billing**

The Contractor shall submit an invoice billed on hourly rate to the Maryland Medical Cannabis Commission upon satisfactory completion or delivery of the communication materials. The invoice shall include an itemized list of the work or service performed. All invoices must be on the vendor’s letterhead, must be signed and dated, and must include the following:

- The vendor’s name and mailing address
- The vendor’s Federal Tax Identification or Social Security Number
- The State assigned Contract Control Number
- The State assigned blanket purchase order number
- The services provided
- The time period covered by the invoice
- The amount of requested payment and
- Documentation to support invoice requested amount.
- The terms of payment will be net 30

## **BID SUBMISSION INFORMATION**

Interested parties should submit bids using the attached “Bid Page” in a single envelope or via email with the Procurement Officer information and the Procurement ID clearly marked. The bid must include ALL final costs for completing the project.

## **SUBMISSION DEADLINE**

Original, hand-delivered, or mailed bids can be accepted and must be received by the **PROCUREMENT OFFICER NO LATER than 5:00 pm on August 14, 2019** in order to be considered. We will also accept e-mail bids.

## **PROCUREMENT OFFICER PRIOR TO THE DELIVERY.**

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **PROCUREMENT OFFICER**. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. Questions regarding this solicitation should be directed, in writing or by phone calls, to the

## **CONTRACT MONITOR OFFICER.**

**Rebecca W. Jackson**

Maryland Medical Cannabis Commission (MMCC)

849 International Drive, 4th Floor,

Linthicum Heights, MD 21090

(410) 487-8058

Email: [rebeccaw.jackson@maryland.gov](mailto:rebeccaw.jackson@maryland.gov)

## **PROCUREMENT OFFICER:**

**Ugochukwu Osoh**

Maryland Medical Cannabis Commission (MMCC)

849 International Drive, 4th Floor,

Linthicum Heights, MD 21090

(410) 487 8055

Email: [Ugochukwu.Osoh@maryland.gov](mailto:Ugochukwu.Osoh@maryland.gov)

## **ISSUING OFFICE:**

Maryland Medical Cannabis Commission (MMCC)

849 International Drive, Suite, 4th Floor

Linthicum Heights, MD 21090

(410) 487-8055

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO RESPOND TO THIS SOLICITATION**

**BID PAGE**

**Maryland Medical Cannabis Dispensary Agent Training Curriculum  
Procurement ID Number: MMCC-SXXXX**

A) Vendor/Facility Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Federal Identification Number \_\_\_\_\_  
E-Mail \_\_\_\_\_

B) Submit a specific bid price for each item and a total price based on a technical specifications of each item or service to be provided. Do not leave any blanks (or else your bid will be non-responsive) – if there is no charge for a particular line item, then enter \$0. The Hourly Labor Rate is the actual rate the Commission will pay for services and must be recorded in dollars and cents.

1) Medical Cannabis Dispensary Agent Training Curriculum Cost \$ \_\_\_\_\_

2) Other Costs \$ \_\_\_\_\_

**TOTAL BID COST:** \$ \_\_\_\_\_

**TOTAL BID COST CANNOT EXCEED \$45,000.**

**C) Bids may be sent by email, mailed or hand delivered to:**

Ugochukwu Osoh  
Maryland Medical Cannabis Commission (MMCC)  
849 International Drive, Suite 450  
Linthicum Heights, MD 21090  
Phone: 410-487-8055  
[Ugochukwu.osoh@maryland.gov](mailto:Ugochukwu.osoh@maryland.gov)

**Note: Bids must be received by 5:00 pm on August 14, 2019.**

**D) Vendor Signature:**

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Signature

Date

Vendor signature and date certifies that bid submission is correct and that vendor agrees to perform all services stated in **MDM0031045802** .